Approved For Release 2005/11/2010 TOTAL RDR 70-00211R000Z00120012-7

TYPES OF ADMINISTRATIVE OR MANAGEMENT REPORTS AND DOCUMENTS EXEMPTED FROM THE CLANDESTINE SERVICES ADMINISTRATIVE REPORTS MANAGEMENT PROGRAM

- 1. Reports of administrative or management audit, survey, or investigation.
- 2. Comments or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
- 3. Agency budget requirements:
 - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.
- h. The following administrative documents:

Affidavits
Agreements
Announcements
Applications or requests
Authorizations
Bids
Bills
Bills of lading
Certifications
Claims
Contracts and initial
allied papers
Guarantees

Identification
Leases
Liens
Caths of office
Payrolls
Permits
Performance bends
Receipts
Receiving-and-inspection forms
Requisitions
Shipping orders
Specifications

This exemption covers only the actual administrative documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

- 5. Operational reports.
- 6. Intelligence reports.

, Approved For Release 2005/11/21 : CIA-RDP70-00211R000700120012-7

REQUEST FOR APPROVAL OF NEW OR REVISED RE	PORTING REQUIRE		F REQUEST
TO:	111		
THROUGH:			
1. PERSON TO CONTACT NAME REGARDING REPORT	ROOM NO.	BUILDING	PHONE
2. TITLE OF REPORT AND REPORTS CONTROL SYMBOL IF ONE HAS BE	EEN ASSIGNED		
3. TYPE OF 4. IF REVISED, STATE NATURE OF REVISION REPORTING REQUIREMENT NEW		Q	,
REVISED 5. LIST ANY REPORTS TO BE SUPERSEDED BY THIS NEW OR REVISE	D REPORTING REQUIREM	MENT 6. PROPOSED DE	BRATION OF REPORT
		INDEFINIT TEMPORARY	(Indicate period)
7. CITE DIRECTIVES. AUTHORITIES OR INSTRUCTIONS ORIGINATED THIS REPORT	BY YOUR IMMEDIATE	ORGANIZATIONAL ELEM	MENT WHICH REQUIRE
*			
9. REPORT FORMAT (Form no., memo, machine tabulation, etc.) 10. REPORTING Form monthly, as	REQUENCY (Daily, we situations occur,	ek <i>ly</i> , 11. DATE REPOF	RT IS DUE IN YOUR
			-
I3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	14. D	ISTRIBUTION OF REPO	DRT
	COPIES		i.
			160
	÷	=7	
Approved For Release 2005/11/21 : C	A-RDP70-00211R	000700120012-7	

AT ACTUALS HEED FOR AND I	es of this peport (Include a statement o	f how your program or operations would be
affected if thApprove	ed For Refease 200 5/ 11/21 ¹ : ClA-RDP	f how your program or operations would be 70-00211R000700120012-7
		Δ.
	26	
		*
		•
	13	
(3)		·
	6	
		1
	A set	
	,	
,		
		CONTINUED ON SEPARATE SHEET
	REVIEW BY CHIEFS OF COM	MPONENTS
RECOMMENDATIONS		
<u>e</u>	131	•
	¥.	CONTINUED ON SEPARATE SHEET
DATE	TITLE	SIGNATURE
RECOMMENDATIONS		
		*
(•	
	¥)	
		CONTINUED ON SEPARATE SHEET
DATE	TITLE	SIGNATURE
- · · · ·		
RETURNED APPROVED	REPORTS CONTROL SYMBOL ASSIGNED	DATE
RETURNED DISAPPROVED	TITLE	SIGNATURE
, COMMENTS ARE ATTACHED		=

Next 5 Page(s) In Document Exempt

Approved For Release 2005/11/24-1014-RDP70-00211R000700120012-7

TIPES OF ADMINISTRATIVE OR MANAGEMENT REPORTS AND

DOCUMENTS EXEMPTED FROM THE

ADMINISTRATIVE REPORTS MANAGEMENT PROGRAM

- 1. Reports of administrative or management audit, survey, or investigation.
- 2. Comments or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
- 3. Organization budget requirements:
 - a. The annual estimate or request for funds required by law.
 This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.
- 4. The following administrative documents:

Affidavite
Agreements
Announcements
Applications or requests
Authorizations
Bids
Bills
Bills of lading
Certifications

Claims
Contracts and initial
allied papers

Guarantees

Identification

Leases Liens

Oaths of office

Payrolls Permits

Performance bonds

Receipts

Receiving-and-inspection forms

Requisitions
Shipping orders
Specifications

This exemption covers only the actual administrative documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

- 5. Operational reports.
- 6. Intelligence reports.

ENCLOSURE 1

Approved For-Release 2005/11/21 : CIA-RDP70-00211R000700120012-7

);			
ROUGH:			
	ROOM NO.	BUILDING	PHONE
PERSON TO CONTACT NAME REGARDING REPORT			
TITLE OF REPORT AND REPORTS CONTROL SYMBOL IF ONE HAS E	BEEN ASSIGNED		
TYPE OF 4. IF REVISED, STATE NATURE OF REVISION			
REPORTING EQUIREMENT			
NEW			
REVISED LIST ANY REPORTS TO BE SUPERSEDED BY THIS NEW OR REVIS	ED REPORTING REQUIR	EMENT 6. PROPOS	SED DURATION OF REPORT
*		I LINDE	RARY (Indicate period)
		ODCANIZATIONAL	FLEMENT WHICH REQUIRE
CITE DIRECTIVES, AUTHORITIES OR INSTRUCTIONS ORIGINATE	ED BY YOUR IMMEDIATE	ORGANI ZATIONAL	
1813 (610)			
	TIONS ASSESSED THE	REPORT	
CITE OTHER CURRENT DIRECTIVES, AUTHORITIES OR INSTRUC	TIONS AFFECTING THE		
,			
tica to PERABLING	E ERFOHENCY (Daily,	weekly, 11. DATE	REPORT IS DUE IN YOUR
tica to DEPORTING		weekly, 11. DATE, etc.)	REPORT IS DUE IN YOUR CE
REPORT FORMAT (Form no., memo, machine 10. REPORTING tabulation, etc.)	S FREQUENCY (Daily, as situations occur	weekly, 11. DATE, office	REPORT IS DUE IN YOUR CE
REPORT FORMAT (Form no., memo, machine 10. REPORTING monthly,	S FREQUENCY (Daily, as situations occur	weekly, 11. DATE, etc.)	REPORT IS DUE IN YOUR CE
REPORT FORMAT (Form no., memo, machine 10. REPORTING monthly,	S FREQUENCY (Daily, as situations occur	weekly, 11. DATE, etc.)	REPORT IS DUE IN YOUR CE
REPORT FORMAT (Form no., memo, machine 10. REPORTING tabulation, etc.)	S FREQUENCY (Daily, as situations occur	weekly, 11. DATE, etc.)	REPORT IS DUE IN YOUR CE
REPORT FORMAT (Form no., memo, machine 10. REPORTING monthly,	S FREQUENCY (Daily, as situations occur	weekly, 11. DATE, OFFIC	REPORT IS DUE IN YOUR CE
REPORT FORMAT (Form no., memo, machine 10. REPORTING monthly,	S FREQUENCY (Daily, as situations occur	weekly, 11. DATE, etc.)	REPORT IS DUE IN YOUR Ce
REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE	FREQUENCY (Daily, as situations occur		
REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	S FREQUENCY (Daily, as situations occur	weekly, 11. DATE, etc.) OFFI	
REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE	FREQUENCY (Daily, as situations occur EPORT 14. ORIGINAL		
REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	FREQUENCY (Daily, as situations occur PORT		
REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	FREQUENCY (Daily, as situations occur EPORT 14. ORIGINAL		
REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	FREQUENCY (Daily, as situations occur EPORT 14. ORIGINAL		
. REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	FREQUENCY (Daily, as situations occur EPORT 14. ORIGINAL		
. REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	FREQUENCY (Daily, as situations occur EPORT 14. ORIGINAL		F REPORT
. REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	FREQUENCY (Daily, as situations occur EPORT 14. ORIGINAL		
REPORT FORMAT (Form no., memo, machine tabulation, etc.) 2. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH RE 3. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT	FREQUENCY (Daily, as situations occur EPORT 14. ORIGINAL		F REPORT

15	. DETAILED NEED FOR AND affected if the Appro	use of this report (Include a statement of Weich Por Release 2005/14/21 . CIA-RDP	how your program or operations would be 70-00211R000700120012-7	
			3	
		9		
		¥°		
			(<u>a</u>	
			CONTINUED ON SEPARATE SHEET	
		REVIEW BY CHIEFS OF COMPO	NENTS	
REC	COMMENDATIONS			
	,			
		ź		
		(6)		
DAT	É	TITLE	CONTINUED ON SEPARATE SHEET	
		11166	SIGNATURE	
REC	COMMENDATIONS		·	
,	9			
	•			
			·	
			CONTINUED ON SEPARATE SHEET	
DAT	Е	TITLE	SIGNATURE	-
	RETURNED APPROVED	REPORTS CONTROL SYMBOL ASSIGNED	DATE	
		i .		
	RETURNED DISAPPROVED			-
	RETURNED DISAPPROVED	TITLE	SIGNATURE	